

Approved For Release 2008/06/03 : CIA-RDP86-00735R000100050001-8

J. M. P. 83

Q1 + Q2 =

Approved For Release 2008/06/03 : CIA-RDP86-00735R000100050001-8

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Office of Logistics Quarterly Planning Conference

FROM:

Logistics Services Division
Room 3E14

EXTENSION

NO.

DATE

12 April 1983

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.
Plans & Programs Staff2. Rm.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

John,

Attached is the package from LSD containing an update on all of the milestone charts, Directorate and Division. If you have any questions or problems with it, just give me a call.

Thanks for all your help.



g m J. Pender

STAT

12 April 1983

MEMORANDUM FOR: Chief, Plans and Programs Staff, OL
FROM: [REDACTED] Chief, Logistics Services Division, OL
SUBJECT: Office of Logistics Quarterly Planning Conference

STAT

Per your request, attached is an updated milestone chart for the LSD directorate-level objective which is to be presented at the Quarterly Planning Conference with the DDA on 5 May. Questions concerning the objective should be directed to

[REDACTED]	[REDACTED]
------------	------------

STAT
STAT

OL 10042-83

Office: OL/LSD/BSB

Objective Statement: Establishment of an Automated Supply System

Responsible Officer:

Significant Funding Amount: \$ _____ FY 83

Quarter Ending: 29 April 1983

O — Scheduled

X — Actual

STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Develop a program to monitor stock levels, issuances, reordering, and on-hand quantities of administrative supplies in Agency supply rooms.	0								0			
Input all data required to administer the automated program.			0								0	
Verify input against manual records.				0								0
On-line operation of automated system.				0								0

Office: OL/LSD/MPB

Objective Statement: Research the feasibility of installing automated gas pumps at the Motor Pool Garage

Responsible Officer:

Significant Funding Amount: \$ FY83

Quarter Ending:

O — Scheduled

X — Actual

STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Read literature currently available pertaining to automated fuel dispensing systems					X							
Determine the feasibility of installing automated gas pumps at the Motor Pool										0		
Prepare cost estimates											0	
If feasible, formulate plans for its implementation												0

Office: OL/LSD

Objective Statement: LSD support to Roosevelt Bldg. in terms of courier and shuttle service

Responsible Officer: establishment and stockage of supply room, routine maintenance support, etc.

Significant Funding Amount: \$ _____ FY 83

Quarter Ending:

○ — Scheduled

X — Actual

STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Determine furniture requirements.					Ⓝ							
2. Specify and order furniture and wall art for public and office areas.			Ⓝ									
3. Specify to building management the type of carpeting, floor covering, and tile to be used throughout the building.			Ⓝ									
4. Establish a working group to facilitate a smooth move-in by the occupants of the building.				0----	X							
5. Establish a building supply room.							Ⓝ					
6. Determine the type of courier and shuttle service to be used to accommodate the building occupants.						Ⓝ						

Office: OL/LSD

Objective Statement: Improve the physical environment and the quality of food and service

Responsible Officer: in the Executive Dining Room

Significant Funding Amount: \$ _____ FY _____

Quarter Ending:

O — Scheduled

X — Actual

STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Select a consultant to survey the physical area and over-all function of the EDR and to prepare a report on the findings with recommendations for improvement			X									
Present a proposal for improvement to management				0					0			
Initiate a work order to implement facility changes and initiate action for any approved personnel changes						X						

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Milestone Chart

FROM:

Plans and Programs Staff
Room

EXTENSION

NO.

STAT

DATE

14 April 1983

STAT

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

STAT

1.

Plans and Programs Staff
Room

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

John,

Attached is the milestone chart on liaison with GSA to improve service to Agency buildings. If you have any questions on this one, please do call - I think it is what you need but I'm not sure.

STAT

STAT



HSD
2nd Quarterly
Directorate Level
Objective.

Office: OL/LSD and OL/RECD

O — Scheduled

Objective Statement: To continue to work closely with GSA to improve service to the Agency

X — Actual

Responsible Officer:

and obtain independent authority for the Agency to lease, acquire, or construct real property.

STAT

Significant Funding Amount: \$ _____ FY _____

Quarter Ending:

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
o Meet regularly with project control officer from the Office of the Administrator, GSA.		X		X			0		0		0	
o Perform monthly "Walk-Abouts" with DDA.	X	X	X	X	X	X	0	0	0	0	0	0
o Coordinate action items with GSA Buildings Manager.	X	X	X	X	X	X	0	0	0	0	0	0
o Provide project support officers to outlying buildings to identify problems, evaluate GSA performance and coordinate actions.	X											
o Work with GSA Region III to develop a prospectus for Community Headquarters Building.							0					

12 April 1983

MEMORANDUM FOR: Chief, Plans and Programs Staff, OL

FROM:

[REDACTED]

STAT

Chief, Logistics Services Division, OL

SUBJECT:

Office of Logistics Quarterly Planning
Conference

Per your request, attached is an updated milestone chart for the LSD directorate-level objective which is to be presented at the Quarterly Planning Conference with the DDA on 5 May.

Questions concerning the objective should be directed to

[REDACTED]

[REDACTED]

STAT

STAT

OL 10042-83

Office: OL/LSD/BSB

Objective Statement: Establishment of an Automated Supply System

Responsible Officer:

Significant Funding Amount: \$_____ FY 83

Quarter Ending: 29 April 1983

O — Scheduled
X — Actual

STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Develop a program to monitor stock levels, issuances, reordering, and on-hand quantities of administrative supplies in Agency supply rooms.	0-----											
Input all data required to administer the automated program.			0-----									
Verify input against manual records.				0-----								
On-line operation of automated system.				0-----								

Office: OL/LSD/MPB

Objective Statement: Research the feasibility of installing automated gas pumps at the Motor Pool Garage

Responsible Officer: [Redacted]

Significant Funding Amount: \$ [Redacted] FY83

Quarter Ending:

O — Scheduled
X — Actual

STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Read literature currently available pertaining to automated fuel dispensing systems					X							
Determine the feasibility of installing automated gas pumps at the Motor Pool										0		
Prepare cost estimates											0	
If feasible, formulate plans for its implementation												0

Office: OL/LSD
 Objective Statement: LSD support to Roosevelt Bldg. in terms of courier and shuttle service
 Responsible Officer: establishment and stockage of supply room, routine
 Significant Funding Amount: \$ FY 83 maintenance support, etc.
 Quarter Ending:

O — Scheduled
 X — Actual
 STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Determine furniture requirements.					X							
2. Specify and order furniture and wall art for public and office areas.			X									
3. Specify to building management the type of carpeting, floor covering, and tile to be used throughout the building.			X									
4. Establish a working group to facilitate a smooth move-in by the occupants of the building.												
5. Establish a building supply room.												
6. Determine the type of courier and shuttle service to be used to accommodate the building occupants.												

Office: OL/LSD and OL/RECD
 Objective Statement: Provide support to SAFE, Phase II
 Responsible Officer:
 Significant Funding Amount: \$ 1.1 M FY 83
 Quarter Ending:

O — Scheduled
 X — Actual

STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
I. Renovate space and relocate personnel and equipment (LSD).												
a. Complete drawings to relocate the Map Library.		X										
b. Complete backfill of space allocation to the DCI area, DDO, DDA and DDS&T.			X									
c. Free up space for Phase II.					0---X							
II. Complete modifications of space (RECD).												
a. Complete Phase II Design.		0---X										
b. Award Phase II Construction.					0---X							
c. Complete Phase II Construction.											0---X	

Office: OL/LSD

Objective Statement: Provide a system for more timely and efficient response to user requirements

Responsible Officer: []

Significant Funding Amount: \$ [] FY 83

Quarter Ending:

O — Scheduled
X — Actual

STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
In conjunction with ODP and OL/RECD/HEB, refine requirements for acquiring a Computer-Assisted Design & Drafting System					X							
Establish requirements for a Request for Proposal (RFP)					X							

Office: OL/LSD

Objective Statement: Improve the physical environment and the quality of food and service

O — Scheduled

Responsible Officer: in the Executive Dining Room

X — Actual

Significant Funding Amount: \$_____ FY_____

Quarter Ending:

STAT

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Select a consultant to survey the physical area and overall function of the EDR and to prepare a report on the findings with recommendations for improvement			X									
Present a proposal for improvement to management				0					0			
Initiate a work order to implement facility changes and initiate action for any approved personnel changes						X						